

## California Pacific Conference Immigration Task Force-June 13, 2025

### Family Preparedness Plan

This guide is produced with shared information from other service providers, such as Immigration Law & Justice Network, Immigrant Legal Resource Center, and is prepared for the use of Cal-Pac members and constituents. It is a general guideline and information, and not legal advice.

Every family should have a Family Preparedness Plan. While it is our hope that you never have to use your plan, it is a good practice to have one in place to help reduce the stress of the unexpected. This packet will help everyone create a Family Preparedness Plan, regardless of immigration status.

#### Know Your Rights

Everyone - both documented and undocumented persons - have rights in this country. Make sure you, your family members (even children), housemates, neighbors, and co-workers, regardless of their immigration status, know of their right to remain silent and all of their other rights if ICE or the police come to your home, neighborhood or workplace. You can find more information about these rights at <https://www.ilrc.org>.

#### Find Out About Your Immigration Options

Talk to a trusted legal services provider to see if there is a way for you to get immigration status or, if you already have some type of temporary immigration status, to get a green card or U.S. citizenship. If you have a criminal arrest or conviction, find out how it might affect your immigration situation, or if there is a way to erase it from your record. Visit <https://ljwww.immigrationlawhelp.org> to find a reliable legal services provider in your area.

#### Make a Child Care Plan

Have a plan so that a trusted adult can care for your child if you cannot. This plan should include emergency numbers, a list of important contact information and a file with important documents. This packet includes templates to put together these documents.

#### Step1: Decide Who Can Care for Your Child if You Are Unable and Talk with That Person

Identify a responsible adult that you trust and that your child knows and is comfortable around. Ideally, the person you designate to care for your child is someone with lawful immigration status. Talk to this person in detail about your desires for your child and expectations for the care they will provide. Make sure the person knows they will be listed as an emergency contact and knows how to access all of your important documents and information. Memorize this person's phone number and have your child memorize it too.

#### Step2: Put a Child Care Plan in Place

Once you have identified and come to an agreement with the person who will care for your child if you are unable to, you can begin to put a plan in place.

**The CAA:** The Caregivers Authorization Affidavit ("CAA") is a very important document in California that will allow another person to care for and make basic decisions about your child in your absence without impacting your rights as a parent. In California, the CAA will

allow your designated caregiver to make certain school and medical decisions on behalf of your child. The CAA can be given to your child's school or health care provider without affecting your custody and control of your child. More information about the CAA and a form you can use are included at the end of this packet. ***Please note: the CAAs for use in California only.***

For most situations, the Caregiver's Authorization Affidavit is sufficient, and it is not necessary to fill out any additional legal documents. If your situation is more complicated, for example, if you are involved in a custody dispute with your child's other parent, you have a child with significant medical needs, or you are planning for your child to remain in the United States long-term with a non-parent caregiver, you should speak with an attorney, and may wish to consider nominating a guardian for your child.

**A Note About Guardianship:** Guardianship is a formal legal arrangement that can only be put in place by a court. If a court appoints a guardian for your child, the guardian has full legal and physical custody of the child. A guardianship does not terminate parental rights, but it does suspend them while the guardianship is in place and only a court can decide whether or not to terminate the guardianship in order to get your parental rights back. Again, for most families, the CAA is the best first step and will provide sufficient protections, and they can later choose to pursue a guardianship should it be necessary. **Nominating someone else to be a guardian and have legal custody of your child is a serious decision; you should talk to an attorney before taking this step.**

**A Note About Power of Attorney:** A power of attorney is a written document that you can sign to grant another person the authority to act on your behalf in specified ways. For example, a power of attorney may be used to designate another person to handle your finances, make business decisions, or use your money to pay your rent or mortgage. **In California, it is not recommend that a power of attorney be used as a way to designate another person to care for your child.** If, however, you wish to give someone else the authority to access and use your finances in order to care for your child, you may wish to use a power of attorney. This is a ***very serious decision that you should discuss with an attorney.***

### **Step 3: Create a File of Important Documents**

Gather into one file the important documents that your designated caregiver would need to care for your child in your absence. Include information about your child's school, medical history, and contact information. Suggested documents to include, as well as a useful template to gather your child's information, are listed at the end of this packet. Be sure your designated caregiver knows where this file is in case they need access to it.

### **Step 4: Talk to Your Child About Your Plan**

In an age-appropriate way and without worrying them, let your child know who will pick them up and care for them if you are unable to for some reason. Assure your child that they will be taken care of, even for a short period of time, until you are able to do so again.

### **Step 5: Update Emergency Contact Information at Your Child's School**

Once you have made a plan for your child's care, be sure to provide your designated caregiver's contact information at your child's school or daycare provider. This will ensure that if the school is ever unable to reach you, they will call this person. If your designated caregiver ever changes their phone number, be sure to update their contact information.

## File of Important Documents

*Keep a file of all of these documents or a copy of these documents in a safe place. Tell your children, family members and designated caregiver where to find this file in an emergency.*

- ☐ Passports (it's a good idea to obtain passports for children now if you haven't already)
- ☐ Birth certificates
- ☐ Marriage license (if applicable)
- ☐ Caregiver's Authorization Affidavit
- ☐ Any restraining orders you may have against anyone (if applicable)
- ☐ A-number and any immigration documents (work permit, green card, visa, etc.)
- ☐ Documents demonstrating your residence in the United States and amount of time you have been physically present in the United States
- ☐ Driver's license and/or other identification cards
- ☐ Social security card or ITIN number
- ☐ Registry of birth (for U.S.born children registered in parent's home country) (if applicable)
- ☐ Important children's information (see template on next page)
- ☐ Emergency numbers and important contact information (see template on next page)
- ☐ Child's medical information, including health insurance, medication list, and doctor's contact information
- ☐ Any other documents you would want to be able to quickly find

## Important Children's Information

*Keep this information so your designated caregiver will have all of the information they need.*

<b>Child's Name</b>	
Date of Birth	
Child's Cell Phone Number (if applicable)	
School	
School Address	
School Phone Number	
Teacher's Name	
Classroom Number	
After School Program	
After School Program Phone Number	
Other Camp/Sports/Program	
Other Camp/Sports/Program Phone #	
Allergies	
Medical Conditions	
Medications	
Doctor's Phone Number	
Doctor's Address	
Health Insurance	

## Emergency Numbers and Important Contact Information

*Keep this information in one place so that you and your family can access it easily.*

<b>Emergency Numbers</b>	
Immediate Emergency	911
Police Department	
Fire Department	
Poison Control	
<b>Family Contacts</b>	
Mother/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Father/Parent/Guardian	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Medications	
Other Emergency Contact/Relationship	
Cell Phone	
Other Emergency Contact/Relationship	
Cell Phone	
<b>Miscellaneous Contacts</b>	
Doctor	

Phone Number	
Health Insurance Company	
Policy Number	
Pediatrician	
Home Phone	
Health Insurance Company	
Policy Number	
Dentist	
Phone Number	
Dental Insurance Company	
Policy Number	
Car Make/Model	
License Plate Number	
Car Insurance Company	
Insurance Policy Number	
Phone Number	
Consulate	
Address	
Phone Number	
Attorney/Nonprofit Legal Service	
Address	
Phone Number	
Church/Place of Worship	
Address	
Phone Number	
Church Pastor/Leader	
Phone Number	

## Caregiver's Authorization Affidavit Instructions

*Please note: the Caregivers Authorization Affidavit is for use in California only.*

### Who completes and signs the Caregiver's Authorization Affidavit (CAA)?

The person who will be acting as your child's caregiver completes and signs the CAA. **The parent does not need to sign the CAA.** It is a good idea to have the person that you want to care for your child fill out the CAA in advance, but they should not sign or date it unless or until they need to use it (for example, only if you are actually detained or deported).

### Using the CAA, who can serve as a caregiver?

Any person, relative or non-relative, who is 18 years of age or older who completes the CAA may serve as a caregiver.

### What can the CAA be used for?

If the CAA is completed by a **non-relative**, it will allow that person to enroll your child in school and to consent to school-related medical treatment. School-related medical treatment includes immunizations, physical exams and medical exams conducted in school.

If the CAA is completed by a **relative** (including a grandparent, aunt, uncle, or other qualified relative of the minor), it will allow that person to enroll your child in school, consent to school-related medical treatment, and consent to most other forms of medical and dental care for your child.

### Does my child have to live with caregiver for the CAA to be valid?

Yes, in order for the CAA to be valid, your child needs to live with the caregiver. (Of course, the child does not need to live with the caregiver, and the caregiver does not need to use the CAA, unless and until you are no longer available to care for your child.) If your child stops living with the caregiver, the caregiver must notify any school, health care provider, or health care service plan that has been given the CAA. The CAA is invalid after the school, health care provider, or health care service plan receives notice that your child is no longer living with the caregiver.

### Does the CAA need to be notarized?

No, the CAA does not need to be notarized. There have been reports that some schools want a notarized copy of the CAA, but that is not required by law. **Also, remember that the CAA is signed only by the caregiver, not by the parent(s).**

The CAA is attached here, but can also be downloaded from:

<https://www4.courts.ca.gov/documents/caregiver.pdf>